

## 709.0 Council on the Arts

IT Plan Version: B 1

### Goals and Objectives

**Goal: 1** Maintain an up-to-date computer system to support the agency functions

#### Objectives

1 Implement a hardware upgrade schedule

#### Timeframe

Ongoing

#### Accomplishments/Status

Developed hardware upgrade schedule of every-other biennnium upgrade. The four desktop computers were upgraded in August, 1999. One laptop was upgraded in June, 1999. The other laptop computer will be upgraded in March, 2001. Other peripheral devices will be upgraded on an every-other biennium beginning with the 2001-2003 biennium. The flatbed scanner will be upgraded in the current biennium. A new laser printer replaced the old laser printer in June, 1999. The older laser printer is scheduled for upgrade in the 2001-2003 biennnium.

2 Implement a software upgrade schedule.

Ongoing

Developed software upgrade schedule. The first operating system and "Office Suite" upgrade took place in August, 1999. The next upgrade is schedule in 2001-2003 biennium. Graphics programs will be upgraded every other biennium starting in the 2001-2003 biennium.

**Goal: 2** Maintain the current telecommunications system

#### Objectives

1 Provide on-going assessment of current system so that it meets the needs of agency staff members and constituents.

#### Timeframe

Ongoing

#### Accomplishments/Status

**Goal: 3** Maintenance of current data processing functions

#### Objectives

1 Internet Access

Ongoing

2 Accessing the mainframe computer system and the SAMIS system

Ongoing

3 Records Management

Ongoing

Establishing a records management system and a system of purging files.

**Goal: 4** Use technology to improve customer service and efficiency

#### Objectives

1 Research and develop criteria for implementing electronic submission of grant applications and other agency forms.

#### Timeframe

Ongoing

#### Accomplishments/Status

# North Dakota Statewide Information Technology Plan 2000 - Agency Plan Summaries

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
1 Office Sys-Hardware	1	Maintenance/Base	Ongoing				
Maintain the current hardware upgrade system to keep the computer system updated.				IT PLAN ESTIMATED COST	\$9,800	\$1,500	\$9,000
				BASE BUDGET REQUEST		\$1,500	
				OPTIONAL BUDGET REQUEST		\$0	
				BUDGET NONAPPROPRIATED		\$0	
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
2 Office Sys-Software	2	Maintenance/Base	Ongoing				
Maintain the current software upgrade schedule				IT PLAN ESTIMATED COST	\$3,433	\$1,700	\$3,433
				BASE BUDGET REQUEST		\$1,700	
				OPTIONAL BUDGET REQUEST		\$0	
				BUDGET NONAPPROPRIATED		\$0	
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
3 Telecommunications	3	Maintenance/Base	Ongoing				
Maintain the current telecommunications system and look for ways to improve service to constituency				IT PLAN ESTIMATED COST	\$8,628	\$8,628	\$8,628
				BASE BUDGET REQUEST		\$8,628	
				OPTIONAL BUDGET REQUEST		\$0	
				BUDGET NONAPPROPRIATED		\$0	
Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
4 Data Processing Func	4	Maintenance/Base	Ongoing				
Maintenance of current data processing functions				IT PLAN ESTIMATED COST	\$4,850	\$10,090	\$10,090
				BASE BUDGET REQUEST		\$10,090	
				OPTIONAL BUDGET REQUEST		\$0	
				BUDGET NONAPPROPRIATED		\$0	

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
5 Service & Efficiency	5	Maintenance/Base	Ongoing				
Research & develop criteria for implementing electronic submission of grant applications.					IT PLAN ESTIMATED COST	\$2,879	\$2,879
Continue staff training so staff can use their computers efficiently.					BASE BUDGET REQUEST	\$2,879	
					OPTIONAL BUDGET REQUEST	\$0	
					BUDGET NONAPPROPRIATED	\$0	
Total Agency					IT PLAN ESTIMATED COST	\$29,590	\$24,797
					BASE BUDGET REQUEST		\$24,797
					OPTIONAL BUDGET REQUEST		\$0
					BUDGET NONAPPROPRIATED		\$0